**Request for Documents**

**FREEDOM OF INFORMATION**

**Application Form**

**Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | Click or tap here to enter text. | First Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | |
| Contact No: | (H)Click or tap here to enter text. | (W)Click or tap here to enter text. | (M)Click or tap here to enter text. |

If application is on behalf of an Organisation:

|  |  |
| --- | --- |
| Organisation Name: | Click or tap here to enter text. |
| Organisation Representative/Agent: | Click or tap here to enter text. |

Details of Request

|  |  |
| --- | --- |
|  | **Request for Documents containing Personal Information**  (This is information about an identifiable individual and includes certain information within their personnel file, job applications, financial records, academic and medical records etc. Proof of Identity May be Required.) |
|  | **Non-Personal Documents that contains information relating to third-parties** |

I request Access to the following documents (please be specific as possible):

Please indicate date/s ranges for the requested document/s (if possible):

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: | Click or tap to enter a date. | End Date: | Click or tap to enter a date. |

Reason for access to these documents? (This may assist in accurate identification of documents):

Personal Information of Third Parties and Prescribed Details of Government Officers

|  |  |
| --- | --- |
|  | **I consent to all “Personal Information” of third parties being deleted from the requested documents.** |
|  | **I consent to all “Prescribed details” of agency/government officers being deleted from requested document/s** |

Please Note: deleting all personal information and/or prescribed details (such as names, positions, titles, addresses, phone numbers, email addresses and signatures) means that the Shire of Perenjori may not need to consult with those third-parties which will mean your application will most likely be dealt with quicker. However, consultation with third parties may still be necessary in relation to any commercial/business information contained in the requested documents.

How do you wish to access these documents?:

|  |  |
| --- | --- |
| I wish to view these document/s in person (at the Shire Administrative building) |  |
| I require a copy of the document/s |  |

**Fees and Charges**

No fees or charges apply for access to personal information or the amendment of personal information. Applications for other documents (i.e. non personal documents) require a $31 application fee to be paid when the application is lodged

Your application will incur a $30 application fee. Before you obtain access to documents you may be required to pay processing charges in respect of your application. An estimate of charges will be provided in advance should these charges exceed $25.

* FOI Photocopies are charged at $0.20 (20 cents) per A4 copy.
* FOI Labour in Processing an Application is charged at $30.00 per hour.
* FOI Labour for Supervising Access to documents is charged at $30.00 per hour.
* FOI Labour in photocopying documents is charged at $30.00 per hour.
* Information approved for release can be made available in an electronic form (PDF) to reduce costs.
* Fees do not apply for personal information, only or for internal and external reviews.
* Additional charges will be waived or reduced if the applicant can prove impecunious status.

**Additional Information**

* Please provide sufficient information to enable the correct document/s to be identified.
* You may be required to prove your identity.
* If you are seeking access to a document/s on behalf of another person, Council will require a written, signed and dated statement of authority from that other person.
* Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received subject to confirmation that the applicant wishes to proceed with the estimated charges.
* The Freedom of Information Act is available to download for free from the State Law Publisher at [www.slp.wa.gov.au](http://www.slp.wa.gov.au)
* Further information can be obtained from Council’s Chief Executive Officer.

Please note: if you are lodging an application on behalf of another person, you must provide authorisation in the form of a letter signed by that person.

**Authorisation:**

I have read the Shire of Perenjori’s Freedom of Information Procedures and understand that some requested information may not be available (as stipulated under the Freedom Of Information Act 1992).

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**Form Lodgement:**

|  |  |  |
| --- | --- | --- |
| ***In Person to:***  CEO  Shire of Perenjori  56 Fowler St  Perenjori  WA 6620 | ***By mail to:***  CEO  Shire of Perenjori  PO Box 22  Perenjori  WA 6620 | ***By email to:***  [ceo@perenjori.wa.gov.au](mailto:ceo@perenjori.wa.gov.au) |